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Personnel

**OUTSTANDING COMPANY GRADE OFFICER
RECOGNITION PROGRAM**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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OPR: HQ AIA/DPPP (SSgt Laurie A. Fisher)
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This instruction is implemented by AFDP 36-28, Awards and Decorations Program, and establishes policy and procedures for the Air Intelligence Agency Company Grade Officer of the Year (CGOY) Program. It also explains the procedures and responsibilities for nominating and selecting Air Force officers as nominees for the CGOY award. This instruction applies to HQ AIA directorates, major staff offices, and all administratively subordinate AIA units. This instruction does not apply to AF Reserve or Air National Guard units.

Warning: This instruction is affected by the Privacy Act of 1974.

SUMMARY OF REVISIONS

Institute new suspense date along with new banquet procedures. Removed the Individual Mobilization Augmentee Recognition Program, Air Intelligence Agency, Reserve Affairs sends out a separate memorandum on their procedures.

1. Terms Explained:

1.1. Company Grade Officer. Any active duty commissioned officer in the grade of second lieutenant, first lieutenant, or captain.

1.2. Form. AF Form 1206, Nomination for Award.

2. Responsibilities:

2.1. Big Seven Commander, and HQ AIA staff will each select a single junior officer from among their organizations for consideration as the AIA CGOY.

- 2.1.1. Commanders will submit packages on their CGOY in the specified format and by the Personnel Programs Office (HQ AIA/DPPP) suspense date. When the suspense date falls on a week-end or holiday, the following duty day will be the new suspense date.
 - 2.1.2. Within mission and fiscal limitations, nominating units will fund temporary duty (TDY) for finalist to attend CGOY awards week.
- 2.2. The 67th Support Squadron, Squadron Section Commander (67 SPTS/CCQ) will select one junior officer from among HQ AIA staff offices for nomination and consideration as the HQ AIA CGOY. The 690th Information Operations Group (690 IOG) and 668th Logistics Squadron (668 LS) will nominate through the Directorate of Information Operations (HQ AIA/DO) and the Directorate of Logistics (HQ AIA/LG) respectively and they, like other directorates, will submit only one nomination to the 67 SPTS.
- 2.3. HQ AIA/DPPP is the office of primary responsibility for the AIA CGOY program and will:
 - 2.3.1. Solicit nominations to arrive at HQ AIA/DPPP no later than 15 February.
 - 2.3.2. Review nomination packages to ensure they are prepared in proper administrative format and contain all the applicable information.
 - 2.3.3. Appoint three active duty colonels (O-6) to serve as board members. The senior ranking member will serve as board president.
 - 2.3.4. Convene a selection board during the month of February.
 - 2.3.5. Prepare staff summary, congratulatory letter, and announcement message for approval by the HQ AIA Commander or Vice Commander(HQ AIA/CV).
 - 2.3.6. Advise Public Affairs (HQ AIA/PA) of the winner and provide them with one copy of the nomination package.
- 2.4. HQ AIA/PA will publicize the winner in command media and submit news releases to local Air Force media after the banquet and announcement.
- 2.5. The Command Recognition Branch (HQ AIA/DPPR) is the OPR for:
 - 2.5.1. Coordination of all Annual Awards Week consolidated activities (official welcome, dinner at the Commander (HQ AIA/CC) residence, and banquet).
 - 2.5.1.1. Coordinating formal dinner (banquet) arrangements and presentation of awards (when applicable) with the Security Hill Company Grade Officers Council (SHCGOC), Chief, Civilian Personnel Division (HQ AIA/DPC), Senior Agency Staff Chaplain (HQ AIA/HC) and the Joint Civilian Advisory Council.
- 2.6. SHCGOC is the OPR for:
 - 2.6.1. Establishing and coordinating all CGOY week activities with the exception of the consolidated activities.
 - 2.6.2. Announcing the banquet by worldwide message and formally inviting nominees, and their commanders to attend.
 - 2.6.3. Coordinating travel and billeting arrangements for invited CGOY nominees.
 - 2.6.4. Assisting HQ AIA/DPPR with organizing and coordinating the final banquet arrangements.

- 2.6.5. Coordinating the presentation of awards with Chief, Protocol and Ceremonies (HQ AIA/CVP) and HQ AIA/DPPR.
- 2.6.6. Ordering engraved plaques from local vendor, using appropriated funds. At a minimum, a plaque will be provided to the command winner.
- 2.6.7. Preparing award packages for plaques or certificates (as appropriate) for HQ AIA/CC or HQ AIA/CV approval and provide the approved award packages to HQ AIA/DPPR for presentation during the banquet.
- 2.6.8. Coordinating all publicity with HQ AIA/PA.

3. Nomination Criteria:

- 3.1. The period of the CGOY award will be 1 January through 31 December of the previous calendar year.
- 3.2. All nominees must:
 - 3.2.1. Be assigned to any AIA organization (OU or 2L PAS code) for at least 90 days during the inclusive period.
 - 3.2.2. Be serving in any eligible grade on the last day of the inclusive period.
 - 3.2.3. Have not received any negative quality force indicators during the inclusive period to include: unfavorable information files (UIF), entry into Phase I or unsatisfactory progress on the Weight Management Program, or marginal performance ratings.

4. Nomination Format:

- 4.1. CGOY nomination packages will include:
 - 4.1.1. Letter of Endorsement.** A letter of endorsement signed by the wing, group or center commander or vice commander.
 - 4.1.2. Narrative.** Prepare a two page narrative in bullet format using AF Form 1206. Submit an original and three copies (four copies total).
 - 4.1.3. Biography.** Prepare the biography in the format according to AFI 36-2805, Attachment 2. Submit original and four copies. Limit the biography to one single-spaced typewritten page and include:
 - 4.1.3.1. Name, rank, and social security number (SSN).
 - 4.1.3.2. AFSC (Air Force Specialty Code), job title, brief description of duties, and significant previous assignments.
 - 4.1.3.3. Schools attended, degrees earned, and honors received.
 - 4.1.4. General Information Sheet.** Prepare the general information sheet according to AFI 36-2805, attachment 5, and submit the original with four copies.

5. Honoring Finalists:

- 5.1. TDY.** The finalists will be sent TDY to HQ AIA to be honored for their achievements (if mission permits). TDYs will be funded by the nominee's unit.

5.2. Awards and Honors. Commanders are encouraged to recognize their AIA CGOY nominees by presenting a plaque or similar type of recognition to the individual. Other forms of local recognition can include (but are not limited to):

5.2.1. Special parking privileges.

5.2.2. Trips with the commander to selected military and civilian functions.

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